

MINUTES

SC Architecture Oversight Committee (AOC) Meeting State Data Center, Room 105 August 27, 2003

AOC Members in Attendance:

Joan Assey	Judicial Department
Gigi Brickle	Legislative Printing
Jerry Brown	Department of Labor, Licensing and Regulation
David Foshee	Department of Disabilities and Special Needs
Steve Flowers	State Accident Fund
Valerie Goodwin	Commission for the Blind
Dennis Nalty	Department of Alcohol and Other Drug Abuse Services
Pat O'Cain	Comptroller General's Office
Tom Rupsis	State Law Enforcement Division
Dan Sherrill	Department of Transportation
Jim Scurry	Department of Natural Resources
Khushru Tata	State Board of Technical and Comprehensive Education
Barbara Teusink	Department of Education
Richard Wicker	State Housing, Finance and Development Authority
John Ward	Department of Corrections
Larry Johnson (Chairman)	Division of the State Chief Information Officer

Call to Order

The meeting was called to order at 2:05 p.m.

Establish Quorum

Attendance was taken and a quorum established.

Approve Agenda

A motion was made, seconded and passed to accept the proposed agenda for the meeting.

Approve Minutes

A motion was made, seconded and passed to accept the minutes from the last meeting.

New Business:

AOC Organization

At-Large Members

The first order of business involved selecting the three At-Large Members to serve on the AOC. The Chairman offered the following nominations for the three At-Large Members:

Dale Rice, IT Director of Greenville County
Mike Garon, IT Director of Department of Revenue
Martin Roche, IT Director of Department of Commerce

After each nomination, the nominee's qualifications were discussed briefly, then a motion was made to ratify the nominee. Each motion was seconded and passed, and all three nominees were approved by the AOC.

Vice Chair

The next order of business involved the nomination of the Vice Chair of the AOC. The Chairman nominated Barbara Teusink from the South Carolina Department of Education as Vice Chair. No other nominations or discussions were entertained. A motion for ratification of Vice Chair was made, seconded and passed.

Additional Organizational Issue

Due to the fact that Martin Roche and Mike Garon have been ratified as new At-Large Members of the AOC and they were alternates from the Conservation, Natural Resources, Development and Transportation Functional Group and the Regulatory Functional Group, respectively, new alternates will now have to be elected to complete their terms. This election will be conducted by the CIO support staff within the next few weeks.

South Carolina Enterprise Architecture Web Site

A demonstration of the South Carolina Enterprise Architecture Web site was made by the Chairman. This site can be accessed from the Division of the State CIO's new Web site located at <http://www.cio.sc.gov>.

Domain Subcommittee Organization

Committee Appointment Ratification

The next order of business related to the selection of the domain subcommittee members. The CIO staff, on behalf of the AOC, sent out an email to the agency representatives (IT Directors) requesting nominations for each domain subcommittee. This information was

distributed to AOC members for their review prior to the meeting. A panel of two to three AOC members was assigned to each domain to review the nominations and make recommendations as to membership for each domain subcommittee. One AOC member was designated as coordinator for each domain subcommittee.

The CIO support staff received several questions about the nomination process. These questions were presented by the Chairman and the floor opened for discussion. The questions and a brief summary of the discussion are provided below:

- **Can an agency have more than one member on the same domain subcommittee or should this be limited?** The AOC agreed that this is a decision for each domain subcommittee. While the goal is to have as many agencies as possible participating in this process, there may be more than one qualified individual in an agency willing to serve on a domain subcommittee.
- **Can agencies have members on multiple domain subcommittees or should this be limited?** The AOC agreed that agencies should be allowed to have members serve on multiple domain subcommittees.
- **Can a single person serve on multiple domain subcommittees or should this be limited?** The AOC agreed that because of the time commitment, individuals should only be permitted to serve on one domain subcommittee.
- **Should members be chosen from outside of government?** The AOC agreed that membership on the domain subcommittees should be limited to government employees (e.g., no vendors). Private sector representatives can participate in meetings when their special expertise is needed by a subcommittee, provided such participation does not involve or create a conflict of interest.

Upon completion of this discussion, the AOC members divided into six groups to review and discuss the nominees' qualifications for membership on the domain subcommittees. Several nominees were nominated to serve on more than one subcommittee, and the groups were instructed to resolve these issues, if possible. A CIO staff person was assigned to each group to assist in this process.

After approximately thirty minutes, the meeting of all AOC members was reconvened and the Chairman asked a representative from each of the six groups to make recommendations for membership on their particular domain subcommittees. There was only one nominee conflict. Also, several groups requested additional background information for some nominees and several groups indicated that they need additional nominees. It was suggested that nominees be recruited from local government, if possible. It was agreed that the CIO support staff would be responsible for resolving these issues, obtaining additional background information on nominees and recruiting new nominees.

A motion was made to accept the recommendations for membership on the domain subcommittees made by all six AOC groups. This motion was seconded and passed. A listing of the new domain subcommittee members will be published on the South Carolina Enterprise Architecture Web site.

It was also agreed that once additional information is obtained for current nominees and new nominees are recruited, this information can be sent to AOC members via email and ratification can be obtained in the same manner.

The CIO support staff was instructed to begin scheduling orientation sessions for the new domain subcommittee members ratified by the AOC.

Calendar

The next AOC meeting is scheduled for September 24th at 2:00 pm at same location.

Final Action Items

The meeting attendees were advised that the minutes of the meeting would be prepared as soon as possible and distributed via email.

The meeting was adjourned at 3:42 pm.